
Mission

To provide internal support to the County through the delivery of seamless operational and administrative support.

Business Strategy

The Administrative Services Department oversees the following functions: Facilities Maintenance, Fleet Services, Risk Management, and Support Services.

Objectives

Provide assistance and oversight to all County agencies by delivering programs that focus on quality customer service, accountability, and efficiency.

Define, develop, and efficiently implement policies and procedures that meet the business objectives of the organization.

Develop cost effective processes and implement new technologies to maximize County resources and increase County productivity.

Department:		ADMINISTRATIVE SERVICES			Seminole County	
Division:		ADMINISTRATION			FY 2001/02	
Section:					FY 2002/03	
	1999/00 Actual Expenditures	2000/01 Adopted Budget	2001/02 Adopted Budget	Percent Change 2001/02 Budget over 2000/01 Budget	2002/03 Approved Budget	Percent Change 2002/03 Budget over 2001/02 Budget
EXPENDITURES:						
Personal Services	168,017	189,472	196,008	3.4%	209,175	6.7%
Operating Services	59,492	25,188	14,096	-44.0%	14,249	1.1%
Capital Outlay	0	0	0		0	
Debt Service	0	0	0		0	
Grants and Aid	0	0	0		0	
Reserves/Transfers	0	0	0		0	
Subtotal Operating	227,509	214,660	210,104	-2.1%	223,424	6.3%
Capital Improvements	1,972,340	0	0		0	
TOTAL EXPENDITURES	2,199,849	214,660	210,104	-2.1%	223,424	6.3%
FUNDING SOURCE(S)						
General Fund	2,199,849	214,660	210,104	-2.1%	223,424	6.3%
TOTAL FUNDING SOURCE(S)	2,199,849	214,660	210,104	-2.1%	223,424	6.3%
Full Time Positions	3	3	3		3	
Part Time Positions	0	0	0		0	
New Programs and Highlights for Fiscal Year 2001/02						
New Programs and Highlights for Fiscal Year 2002/03						
Capital Improvements		2001-02	2002-03	2003-04	2004-05	2005-06
Total Project Cost		0	0	0	0	0
Total Operating Impact		0	0	0	0	0